

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**LUKE AIR FORCE BASE INSTRUCTION 31-218**

**25 SEPTEMBER 2013**



**Security**

**MOTOR VEHICLE TRAFFIC SUPERVISION**

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This instruction implements AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision* and AFI 31-218, *Motor Vehicle Traffic Supervision*. It applies to all personnel who operate a motor vehicle on Luke AFB and Gila Bend Air Force Auxiliary Field (GBAFAF). This instruction applies to all 56th Fighter Wing personnel and tenant units. This publication applies to all Air Force, Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974, Title 5, United States Code, and Section 552a. The authority to collect and maintain the records prescribed in this publication is 10 U.S.C. 8013. System of records notice F125 AF SP L, Traffic Accident and Violation Reports, and F031 AF SP E Privacy Act Request Files applies. This publication applies to all persons within the boundary of Luke AFB and GBAFAF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** The Luke AFB Vehicle Traffic Code is hereby established and applies to all vehicles and vehicle operators within the geographical limits of Luke AFB, Arizona. Any revision of this instruction must include thorough consideration of all existing rules, directives, and command policy to the degree that essential functions are properly synchronized and reflect reasonableness and uniformity where possible. Other traffic ordinance, new or revised, enacted by the State of Arizona that is not specifically cited will be effective on the date of enactment or publication as provided by the State of Arizona. Where conflict exists, military directives will govern.

#### **1.2. Responsibilities.**

1.2.1. The 56th Mission Support Group Commander (56 MSG/CC) has been delegated to establish and manage the local installation traffic supervision program on Luke AFB.

1.2.2. The Commander, 56th Security Forces Squadron (56 SFS/CC), is responsible for implementation of directives necessary to enforce the provisions of the Luke AFB Traffic Code and implement temporary or experimental directives to cover emergencies/special conditions. The 56 SFS/CC is the principal advisor to the 56 MSG/CC concerning safe movement of motor vehicles and personnel on the installation. The directing, regulating, and controlling of traffic, and enforcing installation rules pertaining to traffic control are the responsibility of the 56 SFS.

1.2.3. The installation safety officer will make recommendations concerning the operation of motor vehicles, review roadway construction plans, and advise on remedial measures required to eliminate safety hazards.

1.2.4. The Base Civil Engineer (BCE) is directed to appoint an individual with supporting staff from the 56th Civil Engineer Squadron (CES) to serve as the Luke AFB Traffic Engineer. The traffic engineer will report directly to the Traffic Safety Coordination Group (TSCG). This individual will exercise the power and duties with respect to traffic as provided in this instruction and this supplement. The duty of the traffic engineer is to determine the installation, proper timing, and maintenance of traffic control devices; conduct engineering analysis of traffic accidents and devise remedial measures; conduct engineering investigation of traffic conditions; plan the operation of traffic on the streets of Luke AFB; coordinate with the 56 SFS/CC, Chief of Safety, and the 56th Mission Support Group Commander in developing ways and means to improve traffic conditions; and carry out the additional powers and duties imposed by this instruction. The installation traffic engineer may test traffic-control devices under the actual conditions of traffic. The traffic engineer shall ensure that proper traffic control devices are installed temporarily during work and maintenance of roadways to ensure safe and efficient movement of traffic.

1.2.5. The Base Vehicle Operations Officer will establish programs concerning the management, administration, and operation of all military vehicles assigned to Luke AFB; conduct accident investigation inquires concerning military vehicles and process reports in accordance with this instruction; designate and seek approval from the Luke Traffic Safety Advisory Board for auxiliary parking for government vehicles (GOV).

1.2.6. Unit commanders will promote a vigorous education program, making available sufficient copies of the *Arizona Rules of the Road* and the *Arizona Bicycle Rules of the Road* for personnel of their respective areas. The specific individual's responsibilities outlined in this instruction will be emphasized.

**1.3. Delegation of Authority.** The 56 FW/CC has delegated the authority to execute the following:

1.3.1. The establishment and management of the local remedial installation traffic supervision program to the 56 MSG/CC and 56 MSG/CD in their absence.

1.3.2. The suspension/revocation of installation driving privileges to the 56 MSG/CC or 56 MSG/CD in their absence.

1.3.3. Luke Traffic Safety Advisory Board will be chaired by 56 MSG/CC or 56 MSG/CD in their absence.

1.3.4. Rebuttal of minor traffic violations is delegated to the 56 SFS/CC for action. In the event that further appeals are requested by the violator, the 56 MSG/CC will review the rebuttal package and make final determination as to the disposition of the citation/points assessed.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Requirements for Driving Privileges.

2.1.1. Driving a government owned vehicle (GOV) or POV on an Air Force installation is a privilege granted by the installation commander. If you accept that privilege you must comply with the laws and instructions governing motor vehicle operation and registration on the installation. Consequently, everyone operating a motor vehicle on the installation must produce, upon request from the Security Forces, the following:

2.1.1.1. Proof of valid registration or ownership.

2.1.1.2. Valid state driver's license, applicable to the class vehicle they're driving in their possession.

2.1.1.3. Proof of valid and current vehicle insurance can be verified via electronic proof of insurance via smart phones or tablets via e-card.

**2.2. Stopping and Inspection Personnel or Vehicles.** Security Forces have the authority to stop vehicles on Luke AFB under the following conditions approved by the installation commander.

2.2.1. As a condition to entering the installation, all vehicles are subject to search and give their impoundment in accordance with Title 18 USC.

2.2.2. Searches and traffic stops are authorized if there is reasonable belief there is a suspicion of criminal activity or it is necessary to enforce traffic laws and regulations as outlined in this instruction and the Arizona Revised Statutes (ARS).

**2.3. Implied Consent to Blood, Breath, or Urine Tests.** Any person who operates or is in actual physical control of a motor vehicle on Luke AFB shall be deemed to have given their consent to a chemical test of their blood, breath, urine, or other bodily substances for the purpose of determining the alcohol/drug content if:

2.3.1. Cited or lawfully apprehended for any offense allegedly committed while driving.

2.3.2. In actual physical control of a motor vehicle and suspected of being under the influence of intoxicating liquor or drugs.

2.3.3. Failure to submit to or complete the blood, breath or urine test will result in an automatic 1-year revocation of driving privileges.

**2.4. Implied Consent to Vehicle Impoundment.** As a condition to accepting installation driving privileges, drivers give implicit consent for the removal and temporary impoundment of their POV if their POV is:

2.4.1. Illegally parked for unreasonable periods.

2.4.2. Interferes with traffic operations.

2.4.3. Creates a safety hazard.

2.4.4. Disabled by accident or incident.

2.4.5. Left unattended in, or adjacent to, a restricted, controlled area, or off-limits areas.

2.4.6. Abandoned.

2.4.7. Drivers also agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle because of a situation described above.

**2.5. Impoundment Procedures.** The 56th Security Forces personnel will follow these procedures:

2.5.1. For any vehicle identified as parked for unreasonable period or abandoned, when possible, attempt to notify the owner of the privately owned vehicle (POV) and have the vehicle removed.

2.5.2. Contact the unit first sergeant if initial attempts to contact the individual fail to verify the status of the member (TDY, leave).

2.5.3. Vehicles will be impounded when it interferes with traffic, threatens public safety, is involved in criminal activity, contains evidence of criminal activity, is stolen, abandoned, has outdated administrative paperwork, or unless directed by the installation commander or designated representative.

**2.6. Suspension or Revocation of Driving Privileges.** The installation commander or designee may suspend or revoke installation-driving privileges and POV registration for lawful reasons both related and unrelated to traffic violations or safe vehicle operations.

2.6.1. When someone is caught driving in violation of their base driving suspension/revocation, the 56 MSG/CC will issue an additional 2-year suspension/revocation. Additionally, they will be issued a written warning stating the next violation may result in permanent revocation of on-base driving privileges.

**2.7. Suspension.**

2.7.1. The 56 MSG/CC has the authority to suspend an individual's driving privileges for serious violations or when previous measures fail to improve the driver's performance. The 56 MSG/CC may suspend driving privileges for up to 1-year under the following conditions:

2.7.1.1. Individuals continually violating parking standards approved by the installation commander as outlined in this instruction.

2.7.1.2. Habitually continues to violate other nonmoving standards and policies as contained in this instruction.

2.7.1.3. Operating a motor vehicle on Luke AFB with a blood alcohol content (BAC) or breath alcohol content (BrAC) of 0.08 percent or higher.

2.7.1.4. If the individual operating the vehicle is under the legal drinking age of 21 with a BAC or BrAC lower than the Arizona Revised Statue standard of 0.08 percent and the BAC or BrAC registers as having alcohol in their system.

2.7.1.5. If the individual who is operating a vehicle with a BAC or BrAC less than 0.08 percent and has demonstrated actions that deem them unable to operate a vehicle safely.

2.7.1.6. Failure to maintain insurance on a vehicle that is operated on Luke AFB will result in a 6-month suspension of on-base driving privileges against the vehicle operator.

2.7.2. Revocation.

2.7.2.1. The 56 MSG/CC will immediately revoke driving privileges for a period of not less than 1-year in the following circumstances:

2.7.2.1.1. A person is lawfully detained for intoxicated driving and refused to submit to or complete tests to measure blood alcohol or drug content as required by the law of the jurisdiction, installation traffic code, or this instruction.

2.7.2.1.2. A conviction, non-judicial punishment, or military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. Official documentation is required as the basis for this type of revocation action.

2.7.2.1.3. When a serious incident involving a motor vehicle occurs and the installation commander or designee determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

**Table 2.1. Suspension of Driving Privileges.**

| <b>VIOLATION</b>   | <b>FIRST<br/>OFFENSE</b> | <b>SECOND<br/>OFFENSE</b> | <b>THIRD<br/>OFFENSE</b> |
|--|--------------------------|---------------------------|--------------------------|
| Receive four or more non-moving violations within 12 months  | 30-90 days               | N/A                       | N/A                      |
| Speeding in Family Housing 10 mph or more  | 14 days                  | 120 days                  | 6 months                 |
| Speeding 20 mph or more over posted speed limit  | 30 days                  | 60 days                   | 120 days                 |
| Driving under the influence (DUI) – Driving drunk or impaired with a blood alcohol content (BAC) of .080% by volume or higher. (NOTE 1)  | 1 year                   | 2 year                    | Additional 2 years       |
| DUI – breath alcohol content (BrAC)/BAC at least .05% but less than .08% combined with other related factors which result in DUI (not driving while impaired (DWI)) being charged (NOTE 1) | 1 year                   | Additional 2 years        | Additional 2 years       |
| Breath, Blood, or Urine Test refusal upon request (Implied Consent) or refusal to complete testing (NOTE 1)  | 1 year                   | Additional 2 years        | Additional 2 years       |

**NOTE 1:** This is for suspension pending resolution of an intoxicated driving incident. Individuals with suspended or revoked driving privileges are not authorized to drive on base at anytime without approved limited driving privileges granted by 56 MSG/CC.



2.7.2.2. When a violator accumulates points or commits an offense as identified in Table 2.2 below and Table 5.1, their driving privileges are revoked for the period specified. The 56 MSG/CC will revoke driving privileges for the following offenses:

**Table 2.2. Revocation of Driving Privileges.**

| <b>VIOLATION</b>   | <b>FIRST OFFENSE</b> | <b>SECOND OFFENSE</b> | <b>THIRD OFFENSE</b> |
|--|----------------------|-----------------------|----------------------|
| Breath, Blood, or Urine Test refusal upon request (Implied Consent) or refusal to complete testing (NOTE 1)                                  | 1 year               | Additional 2 years    | Additional 2 years   |
| Vehicle Owner knowingly and willingly permits a physically impaired person to operate a motor vehicle.                                       | 1 year               | 2 years               | Additional 2 years   |
| Accumulates 12 points within 12 months.  | 1 year               | 2 years               | Additional 2 years   |
| Accumulates 18 points within 24 months.  | 1 year               | 2 years               | Additional 2 years   |
| DUI - Driving Drunk or Impaired with a BAC of .080% by volume or higher.   | 1 year               | 2 years               | Additional 2 years   |
| DUI - BrAC/BAC at least .05% but less than .08% combined with other related factors which result in DUI (not DWI) being charged (NOTEs 1, 2) | 1 year               | 2 years               | Additional 2 years   |
| Driving while license is suspended   | 1 year               | 2 years               | Additional 2 years   |
| Driving without insurance  | 6 months             | 1-year                | Additional 2 years   |

**NOTE 1.** DUI results in revocation upon refusal to submit or complete BAC testing, receipt of Commander's action for on-base incidents, or receipt of official documentation for off-base incidents.

**NOTE 2.** DUI related factors can include, but are not limited to, driving behavior, patrolman observation, and Field Sobriety Test performance.

2.7.3. When the driving privileges of an individual have been suspended or revoked, the DBIDS Provost Marshal Officer (PMO) will change the individual's driving status in DBIDS to match the suspension revocation barment wanted (SRBW) listing.

2.7.3.1. Once the individual's driving privileges have been reinstated he or she must report to the South Gate Visitor Center with the reinstatement letter. The DBIDS PMO will then update the individual's status in DBIDS.

2.7.3.2. Spouse or family members are authorized to drive their vehicle provided they have the appropriate military identification and a valid state issued driver's license.

2.7.4. The 56 MSG/CC is the designated authority to issue notice of preliminary suspension of driving privileges to personnel assigned to, employed, or visiting Luke AFB who have been apprehended or charged for operating a motor vehicle under the influence of alcohol or drugs.

2.7.4.1. The on-duty SF Flight Commander or Flight Sergeant will ensure a preliminary suspension memorandum is issued to personnel apprehended or charged for DUI/DWI on the installation.

2.7.4.2. The 56 SFS/S5AR section will issue preliminary suspension memorandums to those personnel apprehended for DUI/DWI off base upon receiving a civil arrest report or other official documentation.

2.7.5. Record of driving records. 56 SFS/S5AR will process revocation, suspension, and driving records for personnel arriving and departing Luke AFB via Virtual Military Personnel Flight (vMPF).

**2.8. Driver Improvement and Rehabilitation Courses.** Installation commanders or designee may establish a remedial driver-training program to instruct and educate personnel requiring additional training. Personnel may be referred to a remedial program on the basis of their individual driving history or incidents requiring additional training. The curriculum should provide instruction to improve driving performance and compliance with traffic laws.

2.8.1. A driver improvement and rehabilitation course may be scheduled for periodic courses, or if not practical, arrange for participation in courses conducted by local civil authorities.

2.8.2. Civilian personnel employed on the installation, contractor employees, and family members of military personnel may attend remedial courses on the installation or similar courses off the installation, which incur no expense to the government.

**2.9. Reciprocal Procedures.**

2.9.1. All revocations issued by other installation commanders regardless of service component affiliation will be honored/enforced at Luke AFB.

2.9.2. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment..

2.9.3. Anyone with suspended or revoked privileges may petition the 56 MSG/CC for partial or limited driving privileges by submitting their requests to 56 SFS/S5AR for processing IAW para 2.8.2 below.

**2.10. Administrative Due Process for Suspension and Revocation.**

2.10.1. Incidents involving driving drunk, impaired or refusal to submit to implied consent will result in immediate suspension or revocation. Unless an application for a hearing is made within 10 duty days, suspension or revocation takes place on the prescribed date and time. Otherwise, the 56 MSG/CC will determine the time period for a suspension or revocation action after receiving a request for an administrative hearing. For offenses listed above in Tables 2.1, 2.2, or 5.1, the 56 MSG/CC will authorize an immediate suspension

based on reliable evidence. If the 56 MSG/CC determines the offense does not warrant a suspension or revocation, it will be rescinded, except in instances where suspension or revocation was issued due to refusal to complete chemical testing.

2.10.2. Individuals whose driving privileges are suspended or revoked have the right to request, in writing, a hearing before the 56 MSG/CC. The request for a hearing must be submitted to 56 SFS/S5AR within 10 duty days of receiving the suspension/ revocation letter for processing. **NOTE:** No hearing will be scheduled after 10 duty days.

2.10.3. Hearings for driving drunk or impaired will cover only the pertinent issues of whether:

2.10.3.1. The law enforcement official had reasonable grounds to believe the individual was operating or in physical control of a motor vehicle while under the influence of alcohol or other drugs.

2.10.3.2. The individual was lawfully cited or apprehended for a driving drunk or impaired driving offense.

2.10.3.3. The individual was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test.

2.10.3.4. The individual refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; or the results indicate the presence of other drugs for an apprehension.

2.10.3.5. The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

## **2.11. Alcohol and drug abuse programs.**

2.11.1. Commanders will refer military personnel suspected of drug or alcohol abuse for evaluation.

2.11.2. Air Force personnel apprehended for drunk driving, on or off the installation, will be referred by their respective chain of command to the Air Force Substance Abuse office for evaluation in accordance with AFI 44-121 and local policies within 7 days.

## **2.12. Restricted Driving Privileges or Probation.**

2.12.1. Unless prohibited by higher authority, or other publication, the 56 MSG/CC may authorize limited driving privileges to those whose authority to drive has been suspended or revoked. **NOTE:** A letter is sent to the state issuing the individuals civilian license in accordance with AFI 31-201, *Security Forces Administration and Reports*. If the state revokes the individual's license on a reciprocal basis, the limited driving privileges cannot be granted. If already granted, the privileges will be terminated and the individual must return the limited driving privileges memorandum to 56 SFS/S5AR.

2.12.2. Requests for Limited Driving Privileges must be made in writing through the unit commander for concurrence or non-concurrence. All requests, regardless of concurrence or non- concurrence at the unit level, will be submitted to 56 SFS/S5AR for presentation to the 56 MSG/CC. The request must describe, in detail, the hardship created and the exact driving

privileges requested (see example at Attachment 2). A copy of the approved request must be kept in the person's possession when operating or in physical control of a vehicle and presented to security forces upon request. It is the responsibility of the violator whose driving privileges are revoked to maintain a copy of the approved limited privileges memorandum. Failure to have this document will result in detainment until the matter is resolved, and/or apprehension if the document cannot be produced. IAW Art. 92, UCMJ, Failure to Obey Lawful Order.

2.12.3. Reinstatement of Driving Privileges. Reinstatement of driving privileges occurs automatically after the period of suspension/revocation expires. Upon automatic reinstatement the member will proceed to the South Visitor Reception Office and inform the DBIDS administrator to remove the restrictions from the Suspension/Revocation status in the DBIDS database.

2.12.4. If the initial suspension/revocation was based on an alcohol or illegal substance incident, the unit commander will ensure completion of required substance abuse courses. **Table 2.3** below outlines additional options for DUI offenses.

2.12.5. If the suspension or revocation was based on an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months, the unit commander will ensure completion of driver improvement and rehabilitation course, conducted by the 56th Fighter Wing Safety Office.

2.12.6. Completion of driver improvement and rehabilitation course, is not required when the initial suspension/revocation was for an alcohol related offense or for non-moving (parking) violations.

2.12.7. In either case, the appropriate course must be completed before the individual's suspension/revocation period expires.

2.12.8. Unique requests or requests for early reinstatement will be forwarded by 56 SFS/S5AR to the 56 MSG/CC for final determination.

**Table 2.3. Commander's Optional Processes for DUI.**

| <b>Administrative options:</b>          | <b>DUI (NOTE 1)</b> |     |     |
|---|---------------------|-----|-----|
|   | 1st                 | 2nd | 3rd |
| Verbal Counseling/Letter of Counseling  | X                   |     |     |
| Letter of Admonition                    | X                   |     |     |
| Verbal Reprimand                        | X                   |     |     |
| Letter of Reprimand                     | X                   | X   |     |
| <b>Administrative options:</b>          | <b>DUI (NOTE 2)</b> |     |     |
|   | 1st                 | 2nd | 3rd |
| Establish UIF                           | X                   | X   |     |
| 2-year Suspension/Revocation of Driving | X                   | X   | X   |

|                                     |   |   |   |
|-------------------------------------|---|---|---|
| Privileges (NOTE 2)                 |   |   |   |
| Limit Supervisory Responsibilities  | X | X | X |
| Remove Supervisory Responsibilities | X | X | X |
| Performance Report Comments         | X | X | X |
| <b>Non Judicial Actions</b>         | X | X | X |
| <b>Administrative Separation</b>    | X | X | X |
| <b>Courts-Martial</b>               | X | X | X |

**NOTE 1.** For extreme DUI, higher-level options may be considered (classified as extreme DUI when BAC/BrAC is .15% or higher).

**NOTE 2.** One-year suspension/revocation of driving privileges is mandated for all initial offenses IAW AFI 31-218, *Motor Vehicle Traffic Supervision*.

## Chapter 3

### MOTOR VEHICLE REGISTRATION

**3.1. Registration on Luke AFB.** Vehicles are no longer required to be registered; however, to drive on the Installation, the vehicle must have current registration, adequate insurance and must be road worthy/safe to drive in accordance with state/federal laws.

3.1.1. Off-Road Vehicles will not be operated or registered on Luke AFB.

3.1.2. Issuing and processing procedures for DBIDS are contained in AFI 31-113, *Installation Access Perimeter Control*, LAFB Sup 1.

3.1.3. LAFB does not honor other vehicle registration systems and decals of non-military or non-DoD tenant activities on the installation. All personnel required or requesting entry to the base are required to be registered via DBIDS.

3.1.4. On-duty Security Forces have 24-hour access to registration information utilizing the Arizona Criminal Justice Information System (ACJIS).

3.1.5. Vehicles cited for safety defects will have 72 hours to correct the defect. The owner will report to the BDOC/bldg #179, with the vehicle to indicate it has been repaired. Failure to fix the defect within 72 hours will result in the ticket being processed for commander's action.

**3.2. Motorcycles.** All military who ride a motorcycle on or off-duty and AF civilian personnel who ride in a duty status must complete an intermediate approved motorcycle course (e.g., BRC 2, Experienced Rider Course (ERC), Advanced Riders Course (ARC), Military Sportbike Rider Course (MSRC), etc.) within 120 days after completion of initial training. A valid driver's license endorsed to authorize motorcycle operation is required whether the person's home state requires a motorcycle endorsement or not. If a person's home state does not require a motorcycle endorsement, a motorcycle endorsed Arizona driver's license class 1 or 3 is required.

## Chapter 4

### TRAFFIC SUPERVISION

**4.1. Traffic Planning.** Luke Traffic Safety Advisory Board will develop a Traffic Circulation Plan that will provide the safest and most efficient use of all primary and secondary roads on Luke AFB to include the use of installation gates.

4.1.1. Authority to Install Traffic-Control Devices. The base traffic engineer will install official traffic-control devices when, and as required, under the traffic code of Luke AFB to make the provisions of this instruction effective, and will place and maintain additional official traffic-control devices as deemed necessary to regulate, warn or guide traffic, under this instruction or the state vehicle code.

4.1.2. No person shall install any traffic-control device, to include signs or markings depicting reserved or regulate parking, without the approval of the traffic engineer or traffic safety board.

4.1.2.1. Manual and Specifications for Traffic-Control Devices. All traffic-control signs, signals, and devices shall conform to the manual on Uniform Traffic-Control Devices for Streets and Highways, U.S. Department of Transportation, and Federal Highway Administration. All signs and signals required herein for a particular purpose shall be uniform as to the type and location throughout Luke AFB. All traffic control devices erected and not inconsistent with the provisions of state law or this instruction shall be official traffic-control devices.

4.1.3. Obedience to Official Traffic-Control Devices to include pedestrian flashing cross walk signs. The driver of any vehicle will obey the instruction of any official traffic-control device installed IAW the provisions of this instruction, unless otherwise directed by a firefighter at or in proximity of a fire or Security Forces personnel directing traffic, subject to the exception granted to a driver of an authorized emergency vehicle.

4.1.4. Official traffic-control devices placed pursuant to the provisions of this instruction and purport to conform to the lawful requirements pertaining to these devices will be presumed to comply with the requirements of this instruction, unless the contrary is established by competent authority.

4.1.5. Authority to establish play, parade, and ceremony streets. With concurrence of the 56 MSG/CC, the base traffic engineer shall have the authority to declare any street or part thereof, as a play, parade or ceremony street, and place appropriate signs or devices in the roadway indicating type of activity taking place.

4.1.6. Authority to Designate Crosswalks. With concurrence of the 56 MSG/CC, the base traffic engineer is hereby authorized to designate and direct maintenance by appropriate devices, marks, and lines on the surface of the roadway and crosswalks at intersections that may cause particular danger to pedestrians crossing the roadway, and at other place, as they may deem necessary.

4.1.7. Traffic Lanes. The base traffic engineer is hereby authorized to mark traffic lanes on the roadway of any street or roadway where a regular alignment of traffic is necessary

**4.2. Installation Traffic Codes.** Installation Commander or designee will establish a traffic code for operation of motor vehicles on the installation. Traffic codes will contain the rules of the road (parking violations, towing instructions, safety equipment, and other key provisions). Violations of state traffic codes are applicable to base driving records when the offense is included in the state's criminal offense. This provision is covered under the authority of Title 18 United States Code 13 (USC).

4.2.1. The Traffic code for Luke AFB is contained in Attachment 3.

4.2.2. The local policies detailing traffic stop, inspection, search, towing, and impoundment of vehicles are governed by SOI 31-1, *Security and LE Operations*.

4.2.3. Vehicle stereo systems will not be played at a volume that prohibits the vehicle operator from hearing approaching emergency vehicles or other warning devices. Stereos will not be played at such a volume that they can be heard by an individual outside the vehicle at a distance of 50 feet or more. Reference: Glendale City Ordinances, Chapter 25, Article V, Section 25-67. Repeated responses may require abatement by law enforcement personnel, to include confiscation of equipment.

4.2.4. Individuals cited for failure to produce valid driver's license, vehicle registration, or proof of insurance will report to the BDOC on the next duty day with the required documentation. If an individual fails to report in the allotted time or is found not to have a valid driver's license or insurance, revocation or suspension action will be initiated by 56 SFS/S5AR.

4.2.5. Individuals cited for mandatory vehicle equipment violations will report to the BDOC at bldg #179 within 72 hours with proof of corrective action. If the 72-hour period has passed, and the individuals have not shown proof of corrective action, the ticket will be processed for commander's action.

#### **4.3. Traffic Law Enforcement Principles.**

4.3.1. Traffic law enforcement should motivate drivers to operate vehicles safely within traffic laws and regulations and maintain an effective and efficient flow of traffic. Effective enforcement should emphasize voluntary compliance by drivers and can be achieved by the following actions:

4.3.1.1. Publishing a realistic traffic code well known by all personnel.

4.3.1.2. Adopting standard signs, markings, and signals in accordance with National Health and Safety Performance Standards and the Manual on Uniform Traffic Control Devices for Streets and Highways.

4.3.1.3. Ensuring enforcement personnel establish courteous, personal contact with drivers and act promptly when driving behavior is improper or a defective vehicle is observed in operation.

4.3.1.4. Maintaining an aggressive program to detect and apprehend persons who drive while privileges are suspended or revoked.

4.3.1.5. Using sound discretion and judgment in deciding when to apprehend, issue citations, or warn the offender.



4.3.2. Selective enforcement will be used when practical. Selective enforcement deters traffic violations and reduces accidents by the presence or suggested presence of law enforcement personnel at places where violations, congestion, or accidents frequently occur. Selective enforcement applies proper enforcement measures to traffic congestion and focuses on selected time periods, conditions, and violations that cause accidents. Law enforcement personnel use selective enforcement because that practice is the most effective use of resources. Enforcement activities against intoxicated driving will include:

4.3.2.1. Detecting, apprehending, and testing persons suspected of driving under the influence of alcohol or drugs.

4.3.2.2. Training law enforcement personnel in special enforcement techniques.

4.3.2.3. Enforcing BAC standards.

4.3.2.4. Denying installation driving privileges to persons whose use of alcohol or other drugs prevents safe operation of a motor vehicle.

**4.4. Speed-Measuring Devices.** Speed measuring devices will be used in traffic control studies and enforcement programs. Signs may be posted to indicate speed measuring devices are being used.

**4.5. Traffic Accident Investigation.** Installation law enforcement personnel must make detailed investigations of major accidents.

4.5.1. Security Forces will not conduct off-base accident investigations.

4.5.2. Security Forces will respond to all on-base major accidents (see paragraph 4.6.1.). For minor vehicle accidents, the driver(s) will report to the BDOC located at bldg #179 immediately to fill out and exchange the accident information and accomplish AF Form 1168, *Statement of Suspect/Witness/Complainant*, as necessary, for insurance purposes.

**4.6. Traffic Accident Investigation Reports.**

4.6.1. Major Vehicle Accidents: 56 SFS will accomplish detailed reports via AF Form 1315, *Accident Report*, for all major accidents. **NOTE:** Generally, a detailed accident investigation includes, but is not limited to, an accident field report, sketch or diagram, and an accident narrative. Major traffic accident is defined as follows; accidents involving a fatality or personal injury, whether apparent or complaints of injury, accidents resulting in vehicle or government property damage in excess of \$10,000, accidents causing the vehicle to be disabled, accident that cannot be easily explained.

4.6.2. Minor Vehicle Accident: Drivers or owners of POVs will be required to submit a written report to the BDOC within 24 hours of an accident. Information obtained will state whether (a) the accident occurs on the installation; (b) the accident involves no personal injury; and (c) the accident involves only minor damage to the POV and the vehicle can be safely and normally driven from the scene under its own power.

4.6.2.1. Information in the written report cannot be used in criminal proceedings against the person submitting it unless it was originally categorized a hit and run and the violator is the person submitting the report.

4.6.2.2. Rights advisement will be given prior to any criminal traffic statements provided by violators.

4.6.2.3. Within the United States, the installation law enforcement official may require such reporting on Service forms or forms of the State jurisdiction. Reports will include the following about the accident:

4.6.2.3.1. Location, date, and time.

4.6.2.3.2. Identification of all drivers, pedestrians, and passengers involved.

4.6.2.3.3. Identification of vehicles involved.

4.6.2.3.4. Direction and speed of travel of each vehicle involved, including a sketch of the collision and roadway with street names and north arrow.

4.6.2.3.5. Property damage involved.

4.6.2.3.6. Environmental conditions at the time of the incident (weather, visibility, road surface condition, and other factors).

4.6.2.3.7. A narrative description of the events and circumstances concerning the accident.

#### **4.7. Use of Traffic Accident Investigation Report Data.**

4.7.1. Analyze data derived from traffic accident investigation to determine accident causes. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes. With the exception of requests filed under the Freedom of Information Act, the SFS/CC determines the agencies cleared to receive accident and incident data.

4.7.2. Security Forces personnel and others who prepare traffic accident investigation reports will indicate if a seat restraint was utilized at that time of the accident and where applicable, if air bags were deployed.

#### **4.8. Parking.**

4.8.1. Guidance for discretion of enforcers and limiting of towing and booting to specific offenses is covered under 56 SFS SOI 31-1, *Security and LE Operations*.

#### **4.9. Traffic Violation Reports.**

4.9.1. The DD Form 1408, *Armed Forces Traffic Ticket*, is utilized at Luke AFB for all traffic violations on the installation. The Security Forces Training Section (56 SFS/S3T) will provide training on proper utilization of the form to all 56 SFS personnel before they are released to their respective flights. Personnel other than 56 SFS who have been designated to write DD Forms 1408 (e.g., building custodian, parking warden.) will also be trained by 56 SFS/S3T.

4.9.2. Since tickets require command action, the violator's unit commander must sign them. First sergeants or other personnel may complete the administrative process of the ticket; however, the commander must sign the ticket IAW AFMAN 31-201, v7, para 2.1.3.1.

4.9.3. Traffic Ticket Rebuttal Process: All traffic ticket rebuttals must be submitted in writing within 10 days from the date of the citation. Rebuttal requests received after 10 days

are not in compliance with AFMAN 31-201 v7, *Security Forces Administration and Reports*, and will not be processed. The memorandum of rebuttal must be signed by the individual, endorsed by his or her commander and forwarded to Security Forces Reports and Analysis section. Security Forces Operations will gather additional data and provide a recommendation to the Security Forces Commander. The Security Force Commander will determine validity of if the ticket will be voided. Security Forces Reports and Analysis will notify the offender of the determination of the Security Force Commanders decision.

4.9.4. Serious traffic offenses (e.g., DWI, vehicular homicide, and so forth) involving non-DoD affiliated personnel will be referred to civil law enforcement authorities. Security Forces will obtain sufficient information for a comprehensive report and forward this to the installation commander or designated representative for action necessitated by the military.

#### **4.10. Training of Law Enforcement for Processing Drunk Drivers.**

4.10.1. Security Forces members will be trained by Arizona Department of Public Safety and are certified by the Arizona Department of Health to operate the Intoxilyzer 8000. Individuals will attend refresher training as required.

4.10.2. See Table 4.1 for explanation of DWI, DUI, and Extreme DUI.

**Table 4.1. Explanation of DWI, DUI, and Extreme DUI.**

| LINE | A       | B   | C                         | D             | E               |
|------|---------|---|---------------------------|---------------|-----------------|
|      | Area    | Type of Chemical Test Used                              | DWI                       | DUI           | Extreme DUI     |
| 1    | On-base | Percent (%) of weight of alcohol in blood               | 0.05% but less than 0.08% | 0.08% or more | 0.15% or higher |
| 2    |         | Percent (%) of alcohol in alveolar air based on the BAC | 0.05% but less than 0.08% | 0.08% or more | 0.15% or higher |

**NOTE:** Individuals may be charged with DUI even if below the .08% presumptive legal limit. When a driver's ability is shown to be impaired through other testing, they will be apprehended or detained for DUI.

#### **4.11. Blood Alcohol Concentration Standards.**

4.11.1. Administrative revocation of driving privileges and other enforcement measures will be applied uniformly to offenders driving under the influence of alcohol or drugs. When a person is tested under the implied consent provisions of paragraph 2–3, the results of the test will be evaluated as follows

#### **4.12. Chemical Testing Policies and Procedures.**

4.12.1. Breath tests to determine alcohol content will be administered at Luke AFB by certified Security Forces personnel. The Intoxilyzer 8000 will be used to obtain and document breath alcohol content, referred to as BrAC, for personnel apprehended for

intoxicated driving incidents. Alternatively, blood tests can be used to determine blood alcohol content, referred to as BAC, and will be administered by qualified 56th Medical Group personnel at the Luke Hospital laboratory. Alcohol dehydrogenize test kits will be used to obtain and document results.

## Chapter 5

### DRIVING RECORDS AND TRAFFIC POINT SYSTEM

**5.1. Unit commanders, first sergeants, or individuals designated in writing by their unit commander may review driving records of personnel assigned to their unit.** Civilian law enforcement investigators, military investigators, and 56 FW/SE personnel may review records with proper identification and official requirement.

**Table 5.1. Suspension or Revocation of Driving Privileges.**

|  |
|--|
| <p><b>Assessment 1:</b> 1 year revocation of driving privileges.</p> <p><b>Violation:</b></p> <ul style="list-style-type: none"> <li>- Operating a motor vehicle with a student driver's permit without a licensed driver in the vehicle.</li> <li>- Operating a motor vehicle without a driver's permit ever being issued. For drivers under the age of 16 years old, the suspension or revocation will begin on the first day they would normally become eligible for a license.</li> <li>- Driving with a suspended driver's license.</li> </ul>  |
| <p><b>Assessment 2:</b> 1-year suspension or revocation of driving privileges.</p> <p><b>Violation:</b></p> <ul style="list-style-type: none"> <li>- Operating a vehicle with an alcohol content level of 0.08% or higher (DUI).</li> <li>- DUI - BrAC/BAC at least .05% but less than .08% combined with other related factors which results in DUI (not DWI) being charged.</li> <li>- Knowingly permitting an unlicensed driver or a driver whose driving privileges were suspended or revoked, to operate a motor vehicle.</li> <li>- Refusal to submit to installation entry point checks.</li> <li>- Accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months.</li> </ul> |
| <p><b>Assessment 3: (Luke AFB).</b> 6-month revocation of driving privileges.</p> <p><b>Violation:</b></p> <ul style="list-style-type: none"> <li>- Operating a motor vehicle with expired insurance or registration.</li> </ul>   |
| <p><b>Assessment 4:</b> 2-year revocation is mandatory on determination of facts by installation commander or designee (56 MSG/CC).</p> <p><b>Violation:</b></p> <ul style="list-style-type: none"> <li>- Driving on base while installation driving privileges are under suspension or revocation.</li> </ul>   |

**NOTE 1.** If revocation for implied consent is combined with driving under the influence, revocation runs consecutively for a total of 24 months.

**NOTE 2.** In cases of multiple suspensions or revocations, the periods will run consecutively.

**5.2. Traffic Citation Rebuttal Procedures.** The action authority for traffic citations is delegated to the unit commander of the alleged offender. The unit commander will annotate action taken, if any, on the traffic citation. This policy restricts first sergeants from performing and signing for action taken on the traffic citations of enlisted members of the unit who choose not to rebut the citation. Members who rebut citations will prepare a written statement detailing

the circumstances surrounding the issuance of the citation and why he/she believes the violation should be dismissed. If the unit commander agrees, the commander will forward information to the Security Forces, Reports and Analysis section. Reports and Analysis personnel will obtain a written statement from the patrol person issuing the citation and forward the information to the 56 SFS/CC. If the 56 SFS/CC feels the citation was in error, the process will end there. However, if the 56 SFS/CC feels the citation should stand, all information will be forwarded to the 56 MSG/CC, who will in turn, determine the guilt or innocence. The 56 MSG/CC will be the final authority.

**5.3. Non-moving Violations.** The provisions listed below apply to citations issued by Security Forces via, DD Form 1408, issued by parking wardens. Non-moving citations issued outside the jurisdiction of Luke AFB are not considered under the accumulative provision listed below. When the operator is unidentified, the registered owner will be cited for the nonmoving violation, unless a written statement is provided within 5 workdays from the date of the citation by the registered owner that another individual was operating the motor vehicle and concurrence of that individual is reflected on the written statement. In this case, the 56 SFS/CC will evaluate the citation and cite the responsible individual. For GOVs, the responsible identified operator will be cited under this paragraph. The following mandatory administrative actions, in addition to any appropriate disciplinary action by the respective commander, will be taken when persons subject to this instruction have accumulated the number of nonmoving violations indicated during a 12-month period.

- 5.3.1. Third nonmoving violation: Suspended from driving on base for 30 days.
- 5.3.2. Fourth nonmoving violation: Suspended from driving on base for 6 months.
- 5.3.3. Fifth nonmoving violation: Suspended from driving on base indefinitely.
- 5.3.4. First handicap violation: Warning letter sent to the individual concerned.
- 5.3.5. Second handicap violation: 60-day suspension of on-base driving privileges.
- 5.3.6. Third handicap violation: 1-year suspension of on-base driving privileges.

**5.4. Seatbelts/Child Restraint Devices.** It is the responsibility of the vehicle operator to ensure all occupants are using seat belts and/or child restraint devices. Failure to use seat belts and/or child restraints while the vehicle is in motion will result in the following actions against the vehicle operator:

- 5.4.1. First offense: Mandatory counseling by assigned unit.
- 5.4.2. Second offense: 30-day suspension of on-base driving privileges.
- 5.4.3. Third offense: 6-month suspension of on-base driving privileges.
- 5.4.4. Fourth offense: 1-year revocation of on-base driving privileges.

### **5.5. Parking Wardens.**

5.5.1. Security force units have developed local procedures to develop a Parking Warden program. Parking Wardens must be delegated by individual unit commanders, in writing, for participation in the program. Reports and Analysis section will obtain a letter with the current monitors and maintain the letter on file. The letter should specify a minimum of one primary and alternate in the grade of E-5 (Civilian Equivalent) or above. Parking Wardens

are the commander's representative to issue citations for parking violations in areas under the control of their commander. Wardens will issue parking tickets via DD Form 1408.

5.5.2. Parking wardens will be trained by Security Forces training personnel on the correct way to complete DD Forms 1408. The main difference between a DD Form 1408 issued by a Security Forces member and one issued by a parking warden are special instructions on the back of the pink copy that directs the violator to contact the parking warden who issued the ticket instead of SFS/S5AR. It is important that parking wardens include how or where they can be reached by the violators. When contacted by the violator, the parking warden will fill in any missing data in sections 1-10.

5.5.3. Tickets that are incomplete, over 30-days old or were written by personnel not designated as parking wardens will not be processed and will be returned to the unit with no action taken by Security Forces.

**5.6. Moving Violations.** The following actions will be taken on the accumulation of identified number of points:

5.6.1. Accumulation of 6 to 11 Traffic Points. An advisory email will be forwarded with read receipt to the individual through his/her unit first sergeant. The unit commander or civilian supervisor will counsel the individual on the penalties that could be imposed on them.

5.6.2. Accumulation of 12 or more traffic points. When 12 or more traffic points are accumulated within 12 months (1 continuous year), the person's driving privileges will be suspended for a period of 6 months.

5.6.3. Accumulation of 18 or more traffic points. When 18 or more traffic points are accumulated within 24 months (2 continuous years), the person's driving privileges will be suspended for a period of 1 year.

5.6.4. The point system applies to military personnel, dependents, civilian employees, and all other individuals subject to AFI 31-201, *Security Police Standards and Procedures*, operating POVs on and off the installation.

5.6.5. The 56 SFS/CC and the issuing security forces member are authorized to void the DD Form 1408.

5.6.6. Unit commanders will be notified when an individual accumulates six or more traffic points within a 6-month period.

5.6.7. Upon receipt of driver records or a Security Forces Management Information System (SFMIS) product for a person newly assigned to the installation, 56 SFS/S5AR forwards the record to the individual's unit commander for review.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. Abandoned Vehicles.** A POV is deemed abandoned if left unattended for a period of 5 days. Building Custodians are responsible for identifying abandoned vehicles within their respective parking lots. **NOTE:** If a vehicle is in the long-term parking lot with the appropriate Security Forces paperwork displayed in the windshield it is not considered abandoned UNLESS it is 10 or more duty days after the owner was supposed to have returned and the owner has not made contact with Security Forces to request an extension.

6.1.1. Once the vehicle has been identified as abandoned, a DD Form 1408 will be issued by the traffic wardens or Security Forces personnel. The pink copy will be affixed to the vehicle. If after 72 hours, the vehicle has not moved or the owner/operator has not contacted a law enforcement official, a DD Form 2504, *Abandoned Vehicle Notice*, will be placed in a protective plastic, along with DD Form 1408. An additional 72 hours will be given to the owner/operator to remove the vehicle or correct the violation. The instructions listed on DD Form 2504 must include contacting SF Investigations who is the focal point for removal of abandoned vehicles. The original and second copy of the DD Form 2504, the yellow and white copy of the DD Form 1408, along with a Law Enforcement Agencies Data System printout, will be given to Investigations for further processing.

**6.2. Removal/Towing.** Investigations will accomplish a DD Form 2505, *Abandoned Vehicle Removal authorization*, and a DD Form 2506, *Vehicle Impoundment Report*. A final attempt to contact the owner will be made via certified mail. If the certified mail is returned, the on-call tow company will be contacted and arrangements for the tow will be made.

6.2.1. If the owner is identified after his/her vehicle is towed, that owner will be responsible for the necessary expenditures to the tow company in order to retrieve his/her vehicle.

6.2.2. If the current location of a POV hinders safety, mission requirements, or tow-away zone, and must be relocated without delay, make all feasible attempts to locate the owner/operator of the vehicle. If contact cannot be made, the 56th Logistics Readiness Squadron or a commercial towing company will be contacted to tow the vehicle to a specified location. All costs for the towing and any damage caused to the vehicle will be incurred by the owner of the vehicle.

MICHAEL D. ROTHSTEIN  
Brigadier General, USAF  
Commander



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

AFMAN 31-201, V7, *Security Forces Administration and Reports (SFAR/S5R)*, 28 August 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 31-113, *Installation Perimeter Access Control*, 26 January 2012

AFI 31-218, *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 91-207, *The US Air Force Traffic Safety Program*

***Adopted Forms***

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal authorization*

DD Form 2506, *Vehicle Impoundment Report*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1315, *Accident Report*

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**ANSI**—American National Safety Institute

**ATV**—All Terrain Vehicles

**BAC**—Blood Alcohol Content

**BDOC**—Base Defense Operations Center

**BrAC**—Breath Alcohol Content

**BX**—Base Exchange

**CC**—Commander

**CES**—Civil Engineer Squadron

**CD**—Deputy Commander

**DBIDS**—Defense Biometric Identification Card

**DoD**—Department of Defense

**DOT**—Department of Transportation  
**DUI**—Driving Under the Influence  
**DWI**—Driving While Intoxicated  
**ECC**—Emergency Control Center  
**EOD**—Explosive Ordnance Disposal  
**GOV**—Government Owned Vehicle  
**IAW**—In Accordance With  
**IDP**—Integrated Defense Plan  
**MSG**—Mission Support Group  
**NCO**—Non-Commissioned Officer  
**OPR**—Office of Primary Responsibility  
**PMO**—Provost Marshal Officer  
**POV**—Privately Owned Vehicle  
**PCS**—Permanent Change of Station  
**SFS**—Security Forces Squadron  
**SFMIS**—Security Forces Management Information System  
**SRBW**—Suspension Revocation Barment Wanted  
**TDY**—Temporary Duty  
**TSGC**—Traffic Safety Coordination Group  
**vMPF**—Virtual Military Personnel Flight

### ***Terms***

**All Terrain Vehicle (ATV)**—A motorized vehicle with three or more wheels, low pressure tires, a wheel base of 50 inches or less, an overall weight of 600 pounds or less, and a seat to be straddled by the operator. This definition does not apply to other special purpose vehicles, such as golf carts. ATVs are designed for off-road use and are not constructed to carry passengers. **NOTE:** ATV's are not allowed on Luke unless licensed/registered with the State of Arizona as street worthy.

**Bicycle**—Every device propelled by human power upon which any person may ride, having two tandem wheels, either of which is more than 16 inches in diameter or having three wheels in contact with the ground, any of which is more than 16 inches in diameter.

**Crosswalk**—Is that part of a roadway at an intersection included within prolongations or connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curb or, in absence of curbs, from the edges of the traversal roadway. Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

**Driver**—Is any person who drives or is in physical control of a motor vehicle. A driver is in physical control when in position to control a motor vehicle, whether to regulate or restrain its operation or movement. For example; an individual sitting in a parked car behind the steering wheel, with the ignition keys in their possession or in the ignition switch. The engine does not have to be running, nor the gears engaged. The word —driver is interchangeable with the word operator.

**Emergency Vehicles**—56 CES Fire Department trucks, 56 SFS vehicles, ambulances, crash rescue, disaster preparedness, 56 CES Explosive Ordnance Disposal (EOD) team, and 56 CES vehicles (only when responding to emergencies). For the purpose of this instruction, the term emergency vehicle applies only when such vehicles are employing either flashing red/blue lights or siren, or both. At all other times, these vehicles will observe traffic control devices and regulations. Responding emergency vehicles will use the proper emergency equipment (lights and/or siren) and exercise caution at all times.

**Government Owned Vehicle (GOV)**—A motor vehicle owned, rented, or leased by Department of Defense (DoD). This includes vehicles owned, rented, or leased by non appropriate funds activities of the military departments and DoD.

**Moped (to include motor scooters)**—A lightweight motorized bicycle that can be pedaled as well as driven by a low- powered gasoline engine.

**Motorcycle**—A type of motor vehicle specifically defined as a motor-driven cycle having a seat for the rider and is designed to travel with no more than three wheels in contact with the ground. Tractors and mopeds under 50cc are excluded. The term motorcycle is used throughout this instruction, to include all powered two or three-wheeled vehicles.

**Motor Vehicle**—Is any vehicle driven or drawn by mechanical, electrical, or solar power and manufactured primarily for use on public streets, roads, and highways.

**Park**—The standing of a vehicle (engine off and vehicle in a gear not allowing forward or reverse motion of the vehicle), whether occupied or not, other than temporarily for the purpose of and while actually engaged in loading and unloading merchandise or passengers.

**Pedestrian**—Is any person not in or on a motor vehicle or other road vehicle.

**Recreational Vehicles**—A portable camping trailer, motor home, park trailer, travel trailer or a portable truck camper.

**Right-of-Way**—When used within the context of the regulation of the movement of traffic on a roadway means the privilege of the immediate use of the roadway.

**Roadway**—Means that portion of driving surface designed or ordinarily used for vehicular travel, including all property within the right-of-way.

**Sidewalk**—Is that portion of a street between the curb lines or the lateral lines of a roadway and the adjacent property lines intended for the use of pedestrians.

**Stop**—Complete cessation of movement. Stop, stopping or standing, if prohibited, means any stopping of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic, or in compliance with directives of a police person, traffic control, sign or signal.

**Traffic**—Pedestrians, ridden or herded animals, vehicles, streetcars and other conveyances, either singly or together that are using any part of the roadway.

**Traffic Control Devices**—Signs, signals, markings, lights and devices placed by a proper official to regulate, warn or guide traffic.

**Yield**—The driver of a vehicle approaching a yield sign shall slow down to a speed reasonable for the existing conditions, and shall yield the right-of-way to any vehicle or pedestrian in the intersection or approaching on another roadway.

**Figure A1.1. Any two or three wheeled vehicle having operative capability by.**

1. Human propulsion power (or no pedals if powered solely by electrical energy or gasoline).
2. An automatic transmission.
3. A motor that produces less than two gross brake horsepower, and:
  - 3.1. Propels the device at a maximum speed of not more than 30 miles per hour on level ground.
  - 3.2. Has a maximum engine size of 50 cubic centimeters

## Attachment 2

## SAMPLE REQUEST FOR LIMITED DRIVING PRIVILEGES FORMAT

## REQUEST FOR LIMITED DRIVING PRIVILEGES FORMAT

Date

MEMORANDUM FOR Individuals Unit Commander or Agency Chief

FROM: Individual Requesting Limited Driving Privileges (Rank First MI Last)

SUBJECT: Request for Limited Driving Privileges

1. Limited driving privileges may be requested as outlined in AFI 31-218(I), if revocation results in family hardships or has an adverse military mission impact. Request for limited driving privileges will be made, in writing, through the individual's unit commander to the 56 SFS, Reports and Analysis Section (S5AR). The 56th Security Forces Commander will review and forward the package to the Wing Traffic Review Officer (56 MSG/CD) for decision.
2. The request must describe, in detail, the hardship created and the exact driving privileges requested (e.g., driving a GOV, to and from duty section, commissary, health care, day care provider, and service station). A copy of approved requests will be kept in the vehicle and presented to the security forces upon request.
3. If you have further questions, please contact 56SFS/S5AR at 856-3733 or 3732.

Requestor's Signature Block

1st Ind, Unit Commander/Agency Chief

MEMORANDUM FOR 56 SFS/S5AR

Concur/Nonconcur

Unit Commander/Agency Chief  
Signature Block

### Attachment 3

#### INSTALLATION TRAFFIC CODES

**A3.1. Responsibilities.** The traffic code for Luke AFB assimilates Arizona Revised Statute 28, *Transportation* when applicable; ARS 28. These provisions apply to all persons who operate motor vehicles and bicycles and all pedestrians on Luke AFB or any area under the control and jurisdiction of the Installation Commander (56 FW/CC).

A3.1.1. The Installation Commander or MSG/CC will:

A3.1.1.1. Cooperate with civil police agencies, other local government agencies, or civil traffic organizations concerned with traffic supervision.

A3.1.1.2. Ensure traffic supervision is properly integrated in the overall installation traffic safety program.

A3.1.2. The Commander, 56 SFS will:

A3.1.2.1. Exercise overall staff responsibility for directing, regulating, controlling traffic, and enforcing laws pertaining to traffic control.

A3.1.2.2. Assist the installation traffic engineer by conducting traffic control studies.

A3.1.3. Unit Commanders and Agency Chiefs will ensure all persons within their area of responsibility are familiar with the contents of this supplement.

#### **A3.2. Abandoned Vehicles.**

A3.2.1. Vehicles considered a safety hazard could be impounded upon receipt of a written or verbal order from the installation commander who can order impoundment of any vehicle subject to this instruction, at any time, and without prior notice to the owner.

A3.2.1.1. Security Forces may immediately tow any vehicle parked in a no parking or reserved parking area.

A3.2.2. Once a vehicle is identified as possibly abandoned by the Security Forces the following steps will be implemented:

A3.2.2.1. The vehicle is issued a DD Form 1408 and a DD Form 2504, for possible abandonment. An entry will be made in the Security Forces blotter each time a DD Form 2504 is issued. The total number of DD Form 2504 issued during a tour of duty can be combined with the normal citation or ticket blotter entry at the end of the shift.

A3.2.2.2. Security Forces will make reasonable efforts to locate the registered owner (via Air Force Law Enforcement Terminal System, Alpha Rosters, First Sergeant, Worldwide Locator, and local telephone book) and document the results. Towing of vehicles is further covered under SOI 31-1, *Security and Law Enforcement Operations*.

#### **A3.3. Vehicle Registration.**

A3.3.1. Registration Required In Vehicle. The current registration card shall be carried within the driver's compartment of the vehicle for which issued and shall be subject to inspection by Security Forces.

A3.3.2. Attachment or Display of Valid License Plates (legible). All license plates shall be properly displayed until their lawful use expires, is canceled, or revoked by the issuing state. Every license plate shall be securely fastened to the vehicle to prevent the plate from swinging and at a height of not less than twelve inches from the ground to the bottom of the plate, in a position to be clearly visible, and shall be maintained so as to be clearly legible.

A3.3.3. Fictitious Plates. Personnel will not knowingly display a fictitious plate number.

A3.3.4. Emissions Testing. A measurement performed on motor vehicles, required by the DMV, to prevent issuing valid registration if an excessive amount of waste fumes are produced during typical use of a motor vehicle.

A3.3.5. Base Registration. Not required at Luke AFB.

#### **A3.4. Driver's License.**

A3.4.1. Legible License to be Carried and Exhibited on Demand. Every licensee shall have a legible driver's license in their immediate possession at all times when operating a motor vehicle and must display the license upon request of Security Forces.

A3.4.2. Restricted License. No person shall operate a motor vehicle in any manner in violation of the restrictions imposed by a restricted license issued to them.

A3.4.3. Altered or Fraudulent License. No person shall knowingly display, cause or permit to be displayed or have in their possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.

A3.4.4. Using Driver's License of Another. No person shall lend their driver's license to any other person or knowingly permit the use thereof by another.

A3.4.5. Permit Unauthorized Minor to Drive. No person shall knowingly permit his or her child or ward or any person under the age of 18 years to drive a motor vehicle when such person is not duly licensed by a state.

A3.4.6. Permit Unauthorized Person to Drive. No person shall authorize or knowingly permit a motor vehicle owned by them, or under their control, to be driven by any person who is not duly licensed by a state.

#### **A3.5. Vehicle Movement.**

A3.5.1. Drive on Right Side of Road. Upon all roadways of sufficient width, a vehicle shall be driven upon the right half of the roadway.

A3.5.2. Passing. No vehicle shall pass another on Luke AFB, except on one-way streets or when the vehicle is traveling below the posted limit, thereby impeding the normal flow of traffic.

A3.5.3. One-Way Streets. Upon a roadway designated with a sign posted for one-way traffic a vehicle shall be driven only in the direction designated.

A3.5.4. Drive in One Lane or Unsafe Lane Change. A vehicle shall be driven within a single lane and shall not be moved from that lane until the driver has first ascertained that the movement can be made safely, utilized proper turn signaling device (mechanical or hand and arm) and identified potential hazards before initiating lane change.

A3.5.5. Following Too Closely. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of the vehicles and the traffic upon and the condition of the roadway.

A3.5.6. Privately Owned Vehicle (POV) Usage of Other Than Paved Roads. No POV shall use a gravel or dirt road on Luke AFB or the Base Housing areas unless on official business.

A3.5.7. Three-Wheeled and Four-Wheeled All Terrain Vehicles (ATVs). ATVs are not authorized to be operated on Luke AFB unless for official functions.

### **A3.6. Position to Make Turns.**

A3.6.1. Right Turn at Intersections. Both the approach for a right turn and a right turn shall be made as close as practical to the right-hand curb or edge of the roadway.

A3.6.2. Left Turn at Intersections. The driver of a vehicle intending to turn left shall approach the turn in the extreme left-hand lane lawfully available to traffic moving in the direction of travel of the vehicle. The driver shall make the turn to the left lane immediately available for his direction of travel.

A3.6.3. Signal Before Turning. No person shall turn a vehicle at an intersection unless the vehicle is in proper position upon the roadway as required. No person shall turn any vehicle without giving an appropriate signal by hand and arm or signal device in the event any other traffic may be affected by the movement.

A3.6.4. U-turns. No vehicle shall make a U-turn (except emergency vehicles).

### **A3.7. Speed.**

A3.7.1. Reasonable and Prudent. A person shall not drive a vehicle at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual and potential hazards then existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle or other conveyance on the road.

A3.7.2. Excessive Speed. A person shall not exceed the posted speed limit. The posted speed limit is 25 MPH unless otherwise posted, with the following exceptions:

A3.7.2.1. The legal speed limit in any parking lot (to include the Army Air Force Exchange Services parking garage) on Luke AFB is 10 MPH, unless conditions exist which dictate a slower speed.

A3.7.2.2. The legal speed limit while passing runners or troop movement is 10 MPH, unless conditions exist which dictate a slower speed, such as on-coming traffic.

A3.7.3. Speed Not to Impede Traffic. No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.

A3.7.4. Racing. No person shall drive any vehicle in any race, speed competition or contest, drag race or acceleration contest, test of physical endurance or exhibition of speed or acceleration, or for the purpose of making a speed record on a street, and no person shall in any way participate in any such race, competition, contest, test, or exhibition.



**A3.8. Serious Moving Violations**

A3.8.1. Leaving the Scene of Accident (death, injury, complaint of injury, or damage). The driver of any vehicle involved in an accident, to include resulting in injury to or death of any person, shall immediately stop the vehicle at the scene, or as close as possible, and render/summon aid. When the extent of personal injuries allow, each driver will provide his/her name, address and registration number of the vehicle he/she is driving to the other driver. One of them must notify Security Forces immediately.

A3.8.2. Leaving the Scene of Accident-Unattended Vehicle. The driver of any vehicle that collides with any vehicle that is unattended shall immediately stop and shall then attempt to locate and notify the operator or owner of the vehicle. The driver will provide his/her name, address and registration number of the vehicle he/she is driving or will leave in a conspicuous place on the vehicle a written notice with that same information. The driver will notify Security Forces immediately.

A3.8.3. Leaving the Scene of Accident-Fixture by Roadway. The driver of any vehicle involved in an accident resulting only in damage to fixtures or other property will notify Security Forces immediately.

A3.8.4. Implied Consent to Test. Any person who operates a motor vehicle on Luke AFB gives consent to a test or tests of their blood, breath, urine or other bodily substance for the purpose of determining alcohol concentration or drug content if the person was driving or in actual physical control of a motor vehicle when suspected of being under the influence of intoxicating liquor or drugs. A refusal to submit to the test will result in an automatic suspension of driving privileges for 1 year.

A3.8.5. Physical Impairment. No owner of a POV will knowingly and willfully permit a physically impaired person to operate the owner's motor vehicle.

A3.8.6. Driving Under the Influence (liquor, drug, toxic vapor or combination thereof). It is unlawful for any person to drive or be in actual physical control of any vehicle on Luke AFB while under the influence of intoxicating liquor, any drug, a vapor releasing substance containing a toxic substance or any combination thereof if the person has an alcohol concentration of 0.08 percent more within 2 hours of driving or being in actual physical control of the vehicle or while there is any drug or its metabolite in the person's body.

A3.8.7. Driving While Impaired. It is unlawful for any person to drive or be in actual physical control of any vehicle on Luke AFB while impaired, as indicated with an alcohol concentration of 0.05-0.079 along with other supporting evidence (driving mannerisms, balance, etc.) and an inability to drive safely.

A3.8.8. Reckless Driving. No person will drive any vehicle with reckless disregard for the safety of persons or property, i.e., 20 miles per hour over the speed limit or at the discretion of the 56 SFS patrol.

A3.8.9. Underage Drinking and Driving. No person, under the age of 21, will drive or be in actual physical control of a motor vehicle if they are under the influence of alcohol at any percentage of alcohol concentration.

**A3.9. Right-of-Way.**

A3.9.1. Car on Right-Open Intersection. When two vehicles enter or approach an intersection from different streets at approximately the same time, the driver of the vehicle on the left shall yield right-of-way to the vehicle on the right.

A3.9.2. Yield Right at T-Intersection. When a vehicle is on a continuing street and a vehicle is on the terminating street, the vehicle on the terminating street shall yield right-of-way.

A3.9.3. Yield from Stop Sign. The driver of a vehicle shall stop in obedience to a stop sign and shall yield to vehicles within the intersection or approaching so closely as to constitute an immediate hazard.

A3.9.4. Yield from Driveway or Parking Lot. The driver of a vehicle about to enter a road from a driveway or parking lot shall yield the right-of-way to all closely approaching vehicles on the road.

A3.9.5. Yield to Emergency Vehicles. Upon the immediate approach of an emergency vehicle equipped with at least one lighted lamp exhibiting a red or red and blue light or lens or when the driver is giving audible signal by siren, exhaust whistle or bell, the driver of every vehicle shall yield right-of-way and immediately pull to the right hand edge or curb and stop until the emergency vehicle has passed.

A3.9.6. Following Emergency Vehicles. The driver of any vehicle, other than responding units involved, shall not follow, closer than 500 feet, any emergency vehicle (fire, ambulance, or security forces) apparatus responding to an alarm.

A3.9.7. Yield to Pedestrians. The driver of a vehicle that is stopped prior to entering a crosswalk or intersection shall yield right-of-way to pedestrians and other traffic proceeding as directed by the signal.

**A3.10. Traffic Control Devices**

A3.10.1. Obedience to Security Forces Person. No person shall willfully fail or refuse to comply with any lawful order or direction of a Security Forces person.

A3.10.2. Obedience to Traffic Control Device. The driver of any vehicle shall obey the instructions of any official traffic-control device, unless otherwise directed by a Security Forces person or yielding to an emergency vehicle.

**A3.11. Stops and Miscellaneous Violations**

A3.11.1. Stop Sign. Every driver of a vehicle approaching a stop sign shall stop before entering the crosswalk on the near side of the intersection or, in the event there is not crosswalk, shall stop at a clearly marked stop line, but if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic.

A3.11.2. Yield Sign. The driver of a vehicle approaching a yield sign shall slow down to a speed reasonable for the existing conditions and shall yield the right-of-way to any vehicle in the intersection or approaching on another roadway close enough to constitute an immediate hazard. If a driver is involved in a collision with a vehicle in the intersection, after driving past a yield sign without stopping, such collision shall be deemed prima facie evidence of his or her failure to yield right-of-way.

A3.11.3. Overtaking and Passing School Bus. The driver of a vehicle on a roadway, upon meeting or overtaking from either direction any school bus stopped on the roadway, shall stop the vehicle before reaching the school bus. If the school bus is displaying the stop signal and if alternating flashing lights are in use, the driver shall not precede until the school bus resumes motion or until the signal and flashing lights are no longer displayed.

A3.11.4. Duty When Approaching Horses. Every person operating a motor vehicle upon any roadway and approaching a horse-drawn vehicle, or any horse upon which any person is riding, shall exercise reasonable precaution to prevent frightening and to safeguard such animals, and to ensure the safety of any person riding or driving. If such animals appear frightened, the person in control of such vehicle shall reduce its speed, and if requested by signal or otherwise, shall not proceed further toward such animals unless necessary to avoid accident or injury until such animal appears to be under control.

A3.11.5. Crossing Fire Hose. No vehicle shall be driven over any unprotected hose of the fire department when laid down on any street, or driveway to be used at any fire or alarm of fire, without consent of the fire department official in command.

A3.11.6. Placing Hazardous Material on Roadway. No person shall throw or deposit upon any roadway any glass bottle, nails, tacks, wire, cans, or any other substance likely to injure any person, animal, or vehicle upon the roadway.

A3.11.7. Driving Upon a Sidewalk. A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized temporary driveway.

A3.11.8. Door as a Traffic Obstruction. A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic. A person shall not leave a door open on a side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

A3.11.9. Mechanical Raising and Lowering Devices. A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.

A3.11.10. Failure to Stop for Security Forces Person. All vehicle operators are required to bring the vehicle to a stop after being given a visual, audible signal, or instruction by a Security Forces person.

A3.11.11. Mandatory Insurance. Every person operating a motor vehicle shall possess evidence within the motor vehicle of current financial responsibility applicable to the motor vehicle. Evidence includes an original, photocopy or a copy of a current and valid motor vehicle or automobile liability policy, binder or certificate of motor vehicle or automobile liability policy, certificate of self-insurance issued by the State of Arizona, certificate of deposit, or motor vehicle insurance identification card issued by an authorized insurer.

A3.11.12. Dumping Refuse, Rubbish, or Debris on Road. No person shall dump, deposit, place, throw or leave refuse, rubbish, debris, filthy odoriferous objects, substances or other trash upon or along a roadway. If the act is committed from a motor vehicle, the driver of the vehicle shall be presumed to be the offender.

A3.11.13. Wearing Portable Headphones, Earphones, or Other Listening Devices. Compliance standards are referenced in AFI 91-207, *The US Air Force Traffic Safety Program*, para 3.2.

A3.11.14. Open Alcoholic Beverage Containers. No open containers containing alcoholic beverages are allowed within the passenger compartment when the vehicle is in motion.

A3.11.15. Children/Animals Unattended in Vehicle. No owner or operator will leave a child under the age of 10 and/or an animal inside an unattended motor vehicle.

A3.11.16. Towing a Vehicle. If one vehicle is towing another and the connection consists of a chain, towing strap, or cable, there shall be displayed upon the connection of a white flag or cloth not less than 12 inches square.

A3.11.17. Sounding Horn. No person shall sound their horn unless for essential warning.

A3.11.18. Inattentive Backing. All persons shall yield to traffic when backing or driving out of a parking spot.

A3.11.19. Driver Behavior Unsafe. No person shall drive in an unsafe manner or in a manner that creates unsafe conditions.

A3.11.20. Failure to Report an Accident. Anyone involved in an on-base accident must immediately report the incident to Security Forces. Report off-base accidents if they involve injuries to military personnel or damage to military property.

A3.11.21. Driver Involved in an Accident. The driver or drivers involved in an accident who are deemed responsible for causing the accident as determined by the responding patrolman.

A3.11.22. Improper Passing. Violations of conditions authorized in section A3.5.2 of this instruction.

A3.11.23. Improper Overtaking. The driver of a vehicle attempting to overtake another vehicle shall proceed to a safe distance ahead of the vehicle being overtaken.

A3.11.24. Radar Detection Devices. Radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed are prohibited on DoD Installations.

A3.11.25. Noise Abatement. Except as authorized by law, no person shall operate or permit the operation of any sound amplification system in or on a vehicle which can be heard outside the vehicle from 50 or more feet or annoys or disturbs the quiet, comfort or repose of any person in the vicinity unless utilized in an emergency situation to warn of a hazardous situation.

A3.11.26. Obstruction of View. Vehicles will not be operation with for sale signs or similar items covering any portion of the windshield or driver or passenger side front windows as this creates a serious safety hazard and blind spot for the driver.

A3.11.27. Cell phone use while driving. Cell phones will not be used while driving on the installation unless using a hands free device. Texting or viewing messages is not authorized while driving.

**A3.12. Vehicle Equipment.**

A3.12.1. Child Passenger Restraint. A person shall not operate a motor vehicle on the road when transporting a child under seven years of age, under 4 feet 9 inches or if child is less than 49 lbs. regardless of age, unless the child is properly secured in an approved child passenger restraint system. Exceptions to this are, an RV; a vehicle originally manufactured (prior to 1966) without passenger restraint systems; or a person who is transporting a child requiring emergency medical care.

A3.12.2. Seatbelts Required. All persons riding in a motor vehicle must have passenger restraint devices engaged and properly adjusted. This does not apply to motor vehicles manufactured prior to 1966.

A3.12.3. When Lighted Lamps are Required. Every vehicle upon a road from sunset to sunrise and at any other time when there is not sufficient light to render clearly discernible persons and vehicles at a distance of 500 feet ahead shall display lighted lamps and illuminating devices.

A3.12.4. Head Lamps on Motor Vehicles. Every motor vehicle, other than a motorcycle or motor driven cycle, shall be equipped with at least two and no more than four, head lamps with at least one on each side of the front of the motor vehicle, and must be amber or white in color. Fog lamps are prohibited unless inclement weather is present.

A3.12.5. Head Lamp Covers. Only clear transparent material or covers may be mounted in front of headlamps, fog lamps or auxiliary driving lamps.

A3.12.6. Tail Lamps. Every motor vehicle, trailer, semi trailer and pole trailer, and any other vehicle which is being drawn, shall be equipped with at least one tail lamp mounted on the rear, which, when lighted shall emit a red light plainly visible from 500 feet to the rear, and stop lamps visible from 100 feet. If non-factory tail lamp covers are utilized, these lamps must still comply with these restrictions.

A3.12.7. License Plate Light. Every motor vehicle shall be equipped with either a tail lamp or a separate lamp that will illuminate, with only a white light, the rear number plate and render it clearly legible from a distance of 50 feet to the rear. It shall be wired to activate whenever the headlamps are illuminated.

A3.12.8. Horn Required. Every motor vehicle, when operated, shall be equipped with a horn in good working order and capable of emitting a sound audible under normal conditions. No horn shall emit an unreasonably loud or harsh sound or whistle.

A3.12.9. Muffler Required. Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise, and no person shall use a muffler cut-out, bypass or similar device. It will be adjusted to prevent the escape of excessive fumes or smoke.

A3.12.10. Mirror Required. Every motor vehicle that is so constructed or loaded as to obstruct the driver's view to the rear shall be equipped with a mirror so located as to reflect a view of the road for a distance of at least 200 feet to the rear.

A3.12.11. Windshield Wipers Required. The windshield on every motor vehicle shall be equipped with a device for cleaning rain, snow or other moisture from the windshield and will be maintained in good working order.

A3.12.12. Windshield Required. Every motor vehicle, other than a motorcycle or golf cart, shall be equipped with an adequate windshield.

A3.12.13. Unsafe Vehicles. No person shall drive or move any motor vehicle and/or trailer unless the required equipment is in good working order and the vehicle is in such safe mechanical condition as to not endanger the driver, occupants or any person upon the road.

**A3.13. Motorcycles and Mopeds (includes motor scooters).**

A3.13.1. Rider and Passenger to Have Seat. A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto, and the operator shall not carry any other person, nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.

A3.13.2. Depriving a Motorcycle Full Use of Lane. All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. This does not apply to motorcycles operated two abreast in a single lane, which is authorized.

A3.13.3. Passing in Same Lane Occupied by Vehicle. The operator of a motorcycle must safely and legally and change lanes when overtaking and passing a vehicle.

A3.13.4. Motorcycle Between Lanes. A person shall not operate a motorcycle between the lanes of traffic or between adjacent rows of vehicles.

A3.13.5. Muffler Required. A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cutout, bypass or similar device.

A3.13.6. Operator and Passenger Safety Equipment. Any operator or passenger of a motorcycle, motor-driven cycle, motor scooter, or moped must wear.

A3.13.6.1. A protective helmet. Helmets must meet, at a minimum, Department of Transportation (DOT) standards and be properly worn and fastened. To increase visibility of riders, it is recommended that they affix reflective material on the helmet.

A3.13.6.2. Eye Protection. Goggles, wrap around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658 for impact and shatter resistance will be worn and properly used. A windshield does not constitute proper eye protection. Host nation equivalent is acceptable if it meets or exceeds ANSI Standard Z87.1 for impact and shatter resistance.

A3.13.6.3. Motorcycle riders will choose riding apparel as upper garments that incorporate high visibility (e.g., orange, yellow, lime green, white, and red during the day and must have reflective material from dusk-dawn.). While most traffic safety vests may meet these requirements, it is strongly encouraged operators wear armored or leather motorcycle jackets that meet the conspicuity requirements.

A3.13.6.4. Long-sleeved shirt or jacket, full-fingered motorcycle gloves or mittens, and long trousers are required along with sturdy footwear that covers the entire foot.

A3.13.6.5. Leather boots or over-the-ankle shoes are strongly encouraged.

A3.13.6.6. Wearing a backpack is authorized if it has high visibility colors/high visibility reflective properties or does not obscure the high visibility and reflectivity of the rider's upper garment.-

A3.13.7. Motorcycle Equipment Required. A motorcycle, moped, or motor-driven cycle shall be equipped with a rearview mirror, seat and footrests for the operator. Any motorcycle operated with a passenger shall be equipped with seats and footrests for such passengers. The passenger must be able to rest their feet on the footrests.

A3.13.8. Mandatory Safety Class. With the exception of military retirees and civilian contractors, all personnel who operate a motorcycle or motor-driven cycle must attend the motorcycle safety class. Operators must be in possession of class certification or letter from FW/SE prior to operating on base.

A3.13.9. Headlights. Headlights will be on at all times when in operation on base.

A3.13.10. Handlebar Height. Shall be positioned so that the hands of the motorcycle rider are not above shoulder height when placed upon the grips.

#### **A3.14. Pedestrians.**

A3.14.1. Pedestrian in Crosswalk. When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be, for a pedestrian crossing the roadway within a crosswalk, when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

A3.14.2. Passing Vehicle Stopped for Pedestrian. When any vehicle is stopped at a marked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

A3.14.3. Crossing at Other Than Crosswalks (yield to vehicles). Every pedestrian crossing a roadway at any point other than a marked crosswalk at an intersection shall yield right-of-way to all vehicles upon the roadway.

A3.14.4. Pedestrians on Roadways. Where sidewalks are provided, it shall be unlawful for any pedestrian to walk on the roadway. Where sidewalks are not provided, any pedestrian shall walk only on the left side of the roadway or its shoulder facing traffic that may approach from the opposite direction.

A3.14.5. Wearing Headphones. Compliance standards are referenced in AFI 91-207.

#### **A3.15. Bicycles.**

A3.15.1. Traffic Laws Apply to Persons Riding Bicycles. Every person riding a bicycle upon a roadway or upon any shoulder adjoining a roadway must ride with the traffic flow and is granted all the rights applicable to a driver of a vehicle and shall abide by all traffic laws, except as noted below.

A3.15.2. Riding on Bicycles. A person propelling a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto.

A3.15.3. Clinging to Vehicles. No person riding upon any bicycle, coaster, roller skates, sled or toy vehicle shall attach the same or himself to any vehicle upon a roadway.

A3.15.4. Riding on Roadways. Bicycle operators will ride on available sidewalks or bike paths. A person operating a bicycle upon a roadway at less than the normal speed of traffic shall ride as close as practicable to the right hand curb or edge of the roadway, unless passing another bicycle, preparing for a left turn or to avoid hazards.

A3.15.5. Carrying Articles. No person operating a bicycle shall carry any package, bundle or article, which prevents the driver from keeping both hands on the handlebars.

A3.15.6. Two Hands on Handlebars. A person operating a bicycle shall keep two hands on the handlebars at all times unless signaling.

A3.15.7. Required Equipment on Bicycles. Every bicycle, when in use at nighttime, shall be equipped with a lamp on the front, which shall emit a white light visible from a distance of 500 feet, and with a red reflector on the rear visible from a distance of 300 feet. A lamp emitting a red light to the rear may be used in addition to, not in lieu of, the red reflector and must be visible from 500 feet. Every bicycle shall be equipped with a brake, which will enable the operator to make the braked wheel skid on dry, level, clean pavement.

A3.15.8. Bicycle Equipment Required. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation or host nation equivalent) bicycle helmet. MAJCOMs will be the approving official on what qualifies as host nation equivalent. During hours of darkness riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material.

### **A3.16. Stopping, Standing or Parking Prohibitions.**

A3.16.1. On a sidewalk.

A3.16.2. Blocking a driveway.

A3.16.3. Within an intersection.

A3.16.4. Prohibited by signs.

A3.16.5. Within 15 feet of fire hydrant.

A3.16.6. On a crosswalk.

A3.16.7. Within 20 feet of a crosswalk within an intersection.

A3.16.8. On roadway side of any vehicle stopped or parked at the edge or curb of street.

A3.16.9. Parking so as to impede traffic.

A3.16.10. Parking semi truck, trailer, RV on residential street.

A3.16.11. Parking a vehicle for sale in other than 56 FSS approved location.

A3.16.12. In a disabled or handicapped parking space by unauthorized vehicles.

A3.16.13. In a non-designated parking space or area.

A3.16.14. Straddling designated parking space.



- A3.16.15. On a seeded area.
- A3.16.16. Reserved parking space by undesignated persons.
- A3.16.17. Against the flow of traffic.
- A3.16.18. Leaving vehicle unattended with engine running.
- A3.16.19. Abandoning a vehicle on Luke AFB.
- A3.16.20. Parking within 15 feet of stop sign.
- A3.16.21. Not within one foot of the curb.
- A3.16.22. On non-sidewalk side of the street.
- A3.16.23. In a bicycle lane.

**A3.17. Skateboard Prohibition and Rules.** Persons using skateboards (with or without handlebars), roller blades, roller skates and scooters:

- A3.17.1. Will not skate on the roadway when sidewalks are present.
- A3.17.2. Will travel in the same direction as motor vehicle traffic.
- A3.17.3. Will not interfere with or impede motor vehicle traffic.
- A3.17.4. Will wear a helmet approved by the DOT or ANSI, elbow and kneepads, and brightly colored clothing.
- A3.17.5. Will not skate on roads between sunset and sunrise.
- A3.17.6. Will not engage in acrobatic or unsafe acts.
- A3.17.7. Will not skate in the Base Exchange (BX) parking garage, regardless of level or in or around the pedestrian walkways at BX, Commissary, and Hospital parking lots and walkways.
- A3.17.8. May skate in parking lots, except as listed in A3.17.7, when room permits and there is no moving traffic present.

**A3.18. Golf Carts Prohibition and Rules.** Persons operating golf carts:

- A3.18.1. Will not exceed the posted speed limit.
- A3.18.2. Will park only in authorized areas (e.g., reserved parking for Golf Carts or GOV parking space).
- A3.18.3. Will keep all body parts inside the cart while moving (except when using arms to signal prior to turning or stopping).
- A3.18.4. Will use hand and arm signals to indicate turns when the cart is not equipped with turn signals.

**Table A3.1. Installation Traffic Code Violations Point Assessment.**

| <b>Section</b>            | <b>Paragraph</b>  | <b>Points</b>                 |
|---------------------------|---|-------------------------------|
| 1. Responsibilities       |   | N/A                           |
| 2. Abandoned Vehicles     |   | N/A                           |
| 3. Vehicle Registration   | A3.3.1. Registration Required in Vehicle                      | 0                             |
|                           | A3.3.2. Attachment or Display of Valid Plates (legible)       | 0                             |
|                           | A3.3.3. Fictitious Plates                                     | Report                        |
|                           | A3.3.4. Emissions Testing                                     | 0                             |
|                           | A3.3.4.1. Every Other Year (See NOTE 2)                       | 0                             |
|                           | A3.3.4.2. Between 67-80 (Every Year)                          | 0                             |
| 4. Driver's License       | A3.4.1. Legible License to be Carried and Exhibited on Demand | 0                             |
|                           | A3.4.2. Restricted License                                    | 0                             |
|                           | A3.4.3. Altered or Fraudulent License                         | Report                        |
|                           | A3.4.4. Using Driver's License of Another                     | Report                        |
|                           | A3.4.5. Permit Unauthorized Minor to Drive                    | 0                             |
|                           | A3.4.6. Permit Unauthorized Person to Drive                   | 0                             |
| 5. Vehicle Movement       | A3.5.1. Drive on Right Side of Road                           | 3                             |
|                           | A3.5.2. Passing   | 4                             |
|                           | A3.5.3. One-Way Streets                                       | 3                             |
|                           | A3.5.4. Drive in One Lane or Unsafe Lane Change               | 3                             |
|                           | A3.5.5. Following Too Closely                                 | 4                             |
|                           | A3.5.6. POV Usage of Other Than Paved Roads                   | 3                             |
|                           | A3.5.7. Three-Wheeled and Four- Wheeled All Terrain Vehicles  | 3                             |
| 6. Position to Make Turns | A3.6.1. Right Turn at Intersections                           | 3                             |
|                           | A3.6.2. Left Turn at Intersections                            | 3                             |
|                           | A3.6.3. Signal Before Turning                                 | 3                             |
|                           | A3.6.4. U-Turns   | 3                             |
| 7. Speed                  | A3.7.1. Reasonable and Prudent                                | 2                             |
|                           | A3.7.2. Excessive Speed                                       | 3 (1-10 MPH)<br>4 (11-15 MPH) |

|  |   |                                     |
|--|---|-------------------------------------|
|  |   | 5 (16-20 MPH)<br>6 (20+ MPH)        |
|  | A3.7.3. Speed Not to Impede Traffic   | 2                                   |
|  | A3.7.4. Racing  | 6                                   |
| 8. Serious Moving Violations           | A3.8.1. Leaving the Scene of Accident (Death, Injury, Complaint of Injury or Damage)                                | 6                                   |
|  | A3.8.2. Leaving the Scene of Accident-Unattended Vehicle  | 6                                   |
|  | A3.8.3. Leave the Scene of Accident Fixture by Roadway  | 6                                   |
|  | A3.8.4. Implied Consent to Test   | 1 Year<br>Suspension/<br>Revocation |
|  | A3.8.5. Owner Knowingly and Willfully Permitting a Physically Impaired Person to Operate the Owner's Motor Vehicle. | 6                                   |
|  | A3.8.6. Driving Under the Influence (Alcohol, Drug, Toxic Vapor or Combination Thereof)                             | 12                                  |
|  | A3.8.7. Driving While Impaired  | 6                                   |
|  | A3.8.8. Reckless Driving  | 6                                   |
|  | A3.8.9. Underage Drinking and Driving   | 6                                   |
| 9. Right of Way                        | A3.9.1. Car on Right-Open Intersection  | 2                                   |
|  | A3.9.2. Yield Right at T Intersection   | 2                                   |
|  | A3.9.3. Yield from Stop Sign  | 4                                   |
|  | A3.9.4. Yield from Driveway or Parking Lot  | 4                                   |
|  | A3.9.5. Yield to Emergency Vehicles   | 4                                   |
|  | A3.9.6. Following Fire Truck, 500 Feet  | 2                                   |
|  | A3.9.7. Yield to Pedestrians  | 4                                   |
| 10. Traffic Control Devices            | A3.10.1. Obedience to Security Forces Person  | 4                                   |
|  | A3.10.2. Obedience to Traffic Control Device  | 4                                   |
| 11. Stops and Miscellaneous Violations | A3.11.1. Stop Sign  | 3                                   |
|  | A3.11.2. Yield Sign   | 3                                   |
|  | A3.11.3. Overtaking and Passing School Bus  | 4                                   |
|  | A3.11.4. Duty when Approaching Horses   | 3                                   |
|  | A3.11.5. Crossing Fire Hose   | 1                                   |
|  | A3.11.6. Placing Hazardous Material on  | 4/Consider                          |

|                       |  |                    |
|-----------------------|--|--------------------|
|                       | Roadway  | Report             |
|                       | A3.11.7. Driving Upon a Sidewalk                     | 4                  |
|                       | A3.11.8. Door as a Traffic Obstruction               | 2                  |
|                       | A3.11.9. Mechanical Raising and Lowering Devices     | 4                  |
|                       | A3.11.10. Failure to Stop for Security Forces Person | 4                  |
|                       | A3.11.11. Mandatory Insurance                        | 6-month Revocation |
|                       | A3.11.12. Dumping Refuse, Rubbish or Debris on Road  | 1                  |
|                       | A3.11.13. Wearing Headphones                         | 3                  |
|                       | A3.11.14. Open Alcoholic Beverage Containers         | 6                  |
|                       | A3.11.15. Children Unattended in Vehicle             | 4                  |
|                       | A3.11.16. Towing a Vehicle                           | 2                  |
|                       | A3.11.17. Sounding Horn                              | 1                  |
|                       | A3.11.18. Inattentive Backing                        | 2                  |
|                       | A3.11.19. Driver Behavior Unsafe                     | 3                  |
|                       | A3.11.20. Failure to Report an Accident              | 3                  |
|                       | A3.11.21. Driver Involved in an Accident             | 1                  |
|                       | A3.11.22. Improper Passing                           | 4                  |
|                       | A3.11.23. Improper Overtaking                        | 3                  |
|                       | A3.11.24. Radar Detection Devices                    | 3                  |
|                       | A3.11.25. Noise Abatement/Profanity                  | ½                  |
|                       | A3.11.26. Obstruction of View                        | 2                  |
|                       | A3.11.27. Unauthorized Cell Phone Use                | 3                  |
| 12. Vehicle Equipment | A3.12.1. Child Passenger Restraint                   | 2                  |
|                       | A3.12.2. Seatbelts Required                          | 2                  |
|                       | A3.12.3. When Lighted Lamps are Required             | 3                  |
|                       | A3.12.4. Head Lamps on Motor Vehicles                | 1                  |
|                       | A3.12.5. Head Lamp Covers                            | 1                  |
|                       | A3.12.6. Tail Lamps                                  | 3                  |
|                       | A3.12.7. License Plate Light                         | 1                  |
|                       | A3.12.8. Horn Required                               | 1                  |
|                       | A3.12.9. Muffler Required                            | 1                  |

|  |   |   |
|--|---|---|
|  | A3.12.10. Mirror Required   | 1 |
|  | A3.12.11. Windshield Wipers Required  | 1 |
|  | A3.12.12. Windshield Required   | 3 |
|  | A3.12.13. Unsafe Vehicles   | 2 |
| 13. Motorcycles and Mopeds/Motor Scooter | A3.13.1. Rider and Passenger to Have Seat   | 3 |
|  | A3.13.2. Depriving a Motorcycle Full Use of Lane  | 4 |
|  | A3.13.3. Passing in Same Lane   | 3 |
|  | Occupied by Vehicle   |   |
|  | A3.13.4. Motorcycle Between Lanes   | 4 |
|  | A3.13.5. Muffler Required   | 1 |
|  | A3.13.6. Operator/Passenger Safety Equip.   | 3 |
|  | A3.13.7. Motorcycle Equipment Required  | 3 |
|  | A3.13.8. Mandatory Safety Class (Exception: Military Retirees and Civilian Contractors) | 3 |
|  | A3.13.9. Headlight Required to be On  | 3 |
|  | A3.13.10. Handlebar Height  | 1 |
| 14. Pedestrians                          | A3.14.1. Pedestrian in Crosswalk  | 4 |
|  | A3.14.2. Passing Vehicle Stopped for Pedestrian   | 4 |
|  | A3.14.3. Crossing at Other Than Crosswalks (Yield to Vehicles)                          | 1 |
|  | A3.14.4. Pedestrians on Roadways  | 1 |
|  | A3.14.5. Wearing Headphones   | 1 |
| 15. Bicycles                             | A3.15.1. Not Abiding by Traffic Laws  | 1 |
|  | A3.15.2. Riding on Bicycles   | 2 |
|  | A3.15.3. Clinging to Vehicles   | 4 |
|  | A3.15.4. Riding on Roadways   | 2 |
|  | A3.15.5. Carrying Articles  | 1 |
|  | A3.15.6. Two Hands on Handlebars  | 1 |
|  | A3.15.7. Required Equipment on Bicycles   | 1 |
|  | A3.15.8. Bicycle Helmet Required  | 0 |
| 16. Parking Violations                   | A3.16.1. On a Sidewalk  | 0 |
|  | A3.16.2. Blocking a Driveway  | 0 |
|  | A3.16.3. Within an Intersection   | 0 |

|   |  |   |
|---|--|---|
|   | *A3.16.4. Prohibited by Signs  | 0 |
|   | A3.16.5. Within 15 feet of Fire Hydrant  | 0 |
|   | A3.16.6. On a Crosswalk  | 0 |
|   | A3.16.7. Within 20 feet of a Crosswalk Within an Intersection                            | 0 |
|   | *A3.16.8. On Roadway Side of Any Vehicle Stopped or Parked at the Edge or Curb of Street | 0 |
|   | *A3.16.9. Parking so as to Impede Traffic  | 0 |
|   | A3.16.10. Parking Semi-truck, Trailer or RV on Residential Street                        | 0 |
|   | *A3.16.11. Parking a Vehicle for Sale in Other Than 56 FSS Approved Location             | 0 |
|   | *A3.16.12. In a Disabled or Handicapped Parking by Unauthorized Vehicles                 | 0 |
|   | *A3.16.13. In a Non-Designated Parking Space/Area  | 0 |
|   | *A3.16.14. Straddling Designated Parking Space   | 0 |
|   | *A3.16.15. On a Seeded Area  | 0 |
|   | *A3.16.16. Reserved Parking Space by Undesignated Persons                                | 0 |
|   | *A3.16.17. Against the Flow of Traffic   | 0 |
|   | A3.16.18. Leaving Vehicle Unattended with Engine Running                                 | 0 |
|   | *A3.16.19. Abandoning a Vehicle on Luke AFB  | 0 |
|   | *A3.16.20. Within 15 feet of Stop Sign   | 0 |
|   | A3.16.21. Not Within One Foot of the Curb  | 0 |
|   | *A3.16.22. On Non-Sidewalk Side of Street  | 0 |
|   | A3.16.23. In a bicycle Lane  | 0 |
| 17. Skateboards (with or without handlebars), Roller Blades, Roller Skates and Scooters | A3.17.1. Will not Skate on Roads When Sidewalks are Present and Available                | 1 |
|   | A3.17.2. Will Travel in the Same Direction as Motor Vehicle Traffic                      | 1 |
|   | A3.17.3. Will Not Interfere With or Impede Motor Vehicle Traffic                         | 1 |

|                |   |   |
|----------------|---|---|
|                | A3.17.4. Will Wear Helmet, Elbow & Knee Pads  | 1 |
|                | A3.17.5. Will Not Skate on Roads Between Sunset and Sunrise   | 1 |
|                | A3.17.6. Will Not Engage in Acrobatic or Unsafe Acts  | 1 |
|                | A3.17.7. Will Not Skate in the BX Parking Garage (Regardless of Level), Commissary, Hospital Walkways or Parking Lots | 2 |
|                | A3.17.8. May Skate in Parking Lots When No Cars are Present   | 1 |
| 18. Golf Carts | A3.18.1. Will Not Exceed Posted Speed Limit   | 2 |
|                | A3.18.2. Will Park only in Authorized Areas t   | 0 |
|                | A3.18.3. Will Keep All Body Parts Inside the Cart While Moving  | 1 |
|                | A3.18.4. Will Use Hand and Arm Signals to Indicate Turns when Cart is Not Equipped with Turn Signals                  | 3 |

**NOTE 1.** Violations designated by (\*) are towable offenses.

**NOTE 2.** Vehicles that are more than four years old are required to be tested every other year.